

16 October 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT: Records Management Assistance to the
Deputy Director for Intelligence

1. As agreed in our conference of 14 October 1969, regarding the services of [] to assist the Deputy Director for Intelligence Records Management Officer in the records management program, this assistance would be advantageous in the following areas:

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a. Re-establishment of a Directorate-wide program through:

(1) Preparation of directives and implementation procedures,

(2) Review and revision of component Records Control Schedules,

(3) Preparation of the DDI Records Retention Plan,

(4) Up-dating of the DDI Vital Records Program.

b. Exploitation of records inventory data and conversion to an automated system.

c. Development and installation of records processing and maintenance systems.

d. Other tasks related to the DDI records management program as appropriate.

2. As also agreed in our 14 October meeting, coordination of this assistance will be maintained with your office by the submission of draft documents for review and monthly reports from the DDI/RMO.

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22 October 1969

STAT [redacted]

STAT On Tuesday, 14 October, I visited with [redacted]
[redacted] in DDS&T. We discussed the activities and plans. I
agreed that Ray should stay on in DDS&T until January. (Ray has
a couple weeks of leave to use during the coming holiday. There
remain several items to complete in DDS&T).

I also met that day with Ray and [redacted] of DDI. STAT

STAT Bill has been asking for help all summer. I have had Ray
stop in to see Bill and answer questions from time to time. As
Bill learns more he wants to do more and the DDI Administration
Officer, [redacted] is pushing too.

I told them Ray could help part-time in DDI until the first
of the year at which time we would reverse the role and have him
work in DDI and help part-time in DDS&T. Ray asked that the
Agreement be formalized and this is the paper Bill drafted.

[redacted] STAT

Chief

Records Administration Branch

Attachment:

STAT [redacted] Memo dated 16 October 1969